



WORK AT ADP AND YOU CAN MAKE A DIFFERENCE IN THE LIVES OF OTHERS.

The mission of the Department of Alcohol and Drug Programs (ADP) is to lead efforts to reduce alcoholism, drug addiction, and problem gambling in California by developing, administering, and supporting prevention, treatment and recovery programs.

Job Opportunity:

Staff Services Manager I

Licensing and Certification Division/Field Operations Branch

Full-time, Permanent, Salary Range: \$5,079-\$6,127

View full Duty Statement:
<http://www.adp.ca.gov/jobs>

Position Summary:

The Licensing and Certification Division, Field Operations Branch (FOB), has an opening for a highly motivated individual to supervise the FOB Unit. This individual must enjoy creative problem solving and working in a team environment. The incumbent reports directly to the Staff Services Manager II and supervises six analysts. Duties include but are not limited to:

Review staff work for accuracy, consistency & compliance with laws, policy, regulations, and standards.

Handle complex and sensitive matters regarding licensing, alcohol and drug certification.

Participate in and lead continuous quality improvements in FOB.

Provide guidance by utilizing collaborative skills for planning and completing assignments.

Travel as necessary.

Represent the Department at various stakeholder meetings and conferences.

Desirable Qualifications:

Applications may be prescreened. Only the most competitive applicants will be interviewed.

Knowledge/experience with legislative processes, statutes, regulations, and policy development.

Strong ability to manage multiple priorities and experience in meeting tight deadlines.

Excellent interpersonal, communication (including public presentation) and customer service skills.

Ability to take the initiative to work independently or as a team member, effectively collaborate with peers, create and improve processes and systems.

Strong leadership, training, coaching, and decision making skills.

Strong writing skills.

Dependable, reliable, punctual, and organized, with a strong work ethic.

Final Filing Date: February 16, 2010 or Until Filled

If you would like to become a part of a team which supports diversity and is dedicated to reducing addiction in California, please submit your application to:

Contact:

Laura Venegas
Department of Alcohol and Drug Programs
1700 K Street,
Sacramento, CA 95811
(916) 323-1874, TDD (916) 445-1942

RPA #

A09-132-426

Position #

798-4246-4800-004

Who Should Apply:

State employees in the above classification, persons with list eligibility, interest in lateral transfer from an equivalent class, or reinstatement. **All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. Clearly indicate the basis of eligibility in line item number 12 of the STD 678.**

The Department of Alcohol and Drug Programs is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.